Remote Learning OneNote Setup

- Open a web browser (Chrome is the preferred option)

In the address bar
- Type http://portal.office.com
- Press Enter

🌐 http://portal.office.com
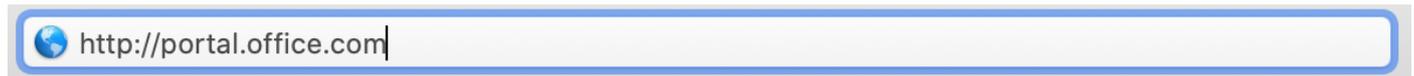
The Portal Login page opens
- Enter student email
- Click Next

You will be redirected to the EduPass login page
- Enter UserID
- Enter Password
- Click Login

The Office365 Landing Page will open.

- Click the OneNote tile

- Select Class Notebooks
- Click on the icon for the book to open
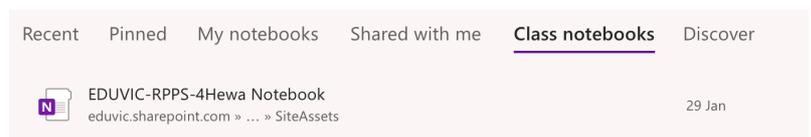
The web version of OneNote will open, and the notebook can be downloaded to the computer.

- Click Open in App

EDUVIC-RPPS-4Hewa Notebook   Immersive Reader   Open in app   Print   Share   ···

A window will open asking to open OneNote 2016
- Click Open OneNote

The OneNote app will launch and a security window will open.
- Click Yes

If the app requires you to login:
- Email: UserID@schools.vic.edu.au
- UserID: Office 365 user id
- Password: Office365 password

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eduPass

Security (show explanation)
- This is a public or shared computer
- This is a private computer

User ID: [ ]
Password: [ ]

Reset Forgotten Password | Log in

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